



INFOSHEET:

Moving Together Symposium Coordinator Job Description

WORKING IN COLLABORATION WITH THE *in motion* COMMUNITY ACTION TEAM, MOVING TOGETHER SYMPOSIUM COMMITTEE AND SASKATCHEWAN *in motion*, THIS EXCEPTIONAL INDIVIDUAL WILL PROVIDE LEADERSHIP IN THE PLANNING, COORDINATION, PROMOTION AND FOLLOW UP OF THE MOVING TOGETHER SYMPOSIUM.

The scope of the event coordinator's role varies depending on symposium committee needs but generally includes:

- Coordination of the Moving Together Symposium – including all site details, venue, meal requirements, and equipment
- Coordinate meetings and presentations to encourage community leaders and stakeholders participation in the event
- Using promotional tools and guidance of committee promote symposium to wide range of community leaders
- Support the community symposium committee and Saskatchewan *in motion* in all areas of development and delivery of event
- Attend and provide on-site support day of event
- Assist community symposium team and *in motion* action team in follow up to participants, collect evaluation surveys and finalize all event actions.
- Provide symposium and *in motion* action team with participant lists and information, summary report of event, and final budget (including summary of expenses).

Suggested Requirements/Qualifications may include:

- Ability to work well independently on projects, and possess excellent communication, organizational and creative thinking skills
- Experience in planning and implementing events including developing and implementing promotion plans
- Experience working with organizations, volunteers and supervising individuals at events
- Prioritizing skills; problem solving and organizational skills; attention to detail
- Demonstrates high energy level and flexibility, good interpersonal skills, able to maintain confidential information, and has some knowledge of protocol for specific situations
- Comfortable using technology
- Ability to work with a diverse group, work in a team environment and be self-motivated.